

U.S. SMALL BUSINESS ADMINISTRATION  
SMALL BUSINESS PROCUREMENT SCORE CARD  
GUIDANCE  
ATTACHMENT 4

AGENCY: **U.S. DEPARTMENT OF THE INTERIOR (DOI)**

EVALUATOR: \_\_\_\_\_

DATE: \_\_\_\_\_

**PLAN (RIGHT SIDE OF SCORECARD)**

***Evaluation Measure #1 (First Scorecard – Plan)***

**Implemented strategic plan to increase the value of *competitively* awarded contracts to small businesses during the period.**

**How will SBA evaluate response?**

The agency will need to clearly define and document a strategy to increase competitive opportunities under procurement preference programs.

Examples:

- Schedule showing an outreach calendar of events, such as vendor outreach session for specific preference groups (e.g. women-owned small business, service disabled veteran owned small business, HUBZone, etc.)
- An annual or multi-year plan to increase the number of competitively awarded contracts to small businesses during the period

Yes or No? \_\_\_\_\_ Agency clearly defined and documented a strategy to increase competitive opportunities under procurement preference programs.

**Brief Agency Comment for Scorecard:**

**DOI implemented a Strategic Plan that spans the period of FY 2005 through FY 2010. This Plan outlines the Department's outreach and assistance for procurement and contracting opportunities to small, small disadvantaged, women-owned, veteran-owned and service disabled veteran-owned businesses and businesses located in Historically Underutilized Business Zone (HubZone) areas and provide guidance to the Department's contracting and management officials on small business.**

**DOI intends to revisit the FY 2005-2010 Strategic Plan during FY 2009 and reissue a new Strategic Plan that reflects updates and amendments in accordance to the growing need of small, small disadvantaged, women-owned, veteran-owned and service disabled veteran-owned businesses and businesses located in HubZones.**

**DOI also focus on policies, programs and outreach events to attract small businesses via targeted socio-economic monthly outreach sessions (which are held the second Tuesday of each month). Our overall goals are to develop contracting opportunities for small businesses and enhance better relationships with prime contractors to support increase subcontracting opportunities for small**

businesses.

During FY 2007/2008, all of DOI outreach events were held in Washington, DC, but during FY 2009 and beyond, our intentions are to relocate some of our noted outreach events across the country in order to reach more small businesses who are unable to travel to Washington, DC. This practice will open opportunities for the small businesses within their local communities where DOI awards a large amount of contracts open to small, small disadvantaged, women-owned, veteran-owned and service disabled veteran-owned businesses and businesses located in HubZones.

**Evaluator Comments:**

**Brief SBA Comment for Scorecard:**

***Evaluation Measure # 2 (First Scorecard – Plan)***

**Demonstrated top-level Agency commitment to small business contracting during the period.**

**How will SBA evaluate response?**

The agency will need to have a documented expression of commitment to small business contracting at the agency-head, or deputy agency-head, level within the previous twelve months.

Examples:

- Affirmative public statements by senior level executives supporting award of contracts under socioeconomic procurement preference programs.
- Affirmative internal statements by senior level executives encouraging or mandating award of contracts under socioeconomic procurement preference programs.
- Inclusion of such commitment to award of contracts under socioeconomic procurement preference programs in strategic and/or operating plans, and/or annual individual performance work plans; etc.

- *Yes or No?* \_\_\_\_\_ Agency provided a documented expression of top-level agency commitment.

**Brief Agency Comment for Scorecard:**

DOI will release a new affirmative public statement prior to the 2<sup>nd</sup> quarter of the new administration that will support contract awards for the noted socioeconomic programs. The statement will encourage managers promote the advancement of DOI's Small Business Program. Moreover, DOI will ask our management to open doors for small businesses so they can supply our contracting needs and avoid unnecessary bundling of contracts. The Office of Small and Disadvantaged Business Utilization (OSDBU) will request that all Bureaus within DOI follow the directions of the Secretary within 45 days and issue an affirmative statement when the new public statement is released by DOI.

During FY 2009, the OSDBU will also seek the Secretary's involvement as well as his reporting line managers in outreach events across the board.

**Evaluator Comments:**

**Brief SBA Comment for Scorecard:**

***Evaluation Measure # 3 (First Scorecard – Plan)***

**Planned significant events to increase small business participation in the procurement process during the period.**

**How will SBA evaluate response?**

The agency will need to have enacted a comprehensive small business plan that includes written policies and procedures focused on improving the competitive environment and increasing small business participation in the procurement process.

Examples:

- Plans to sponsor relevant outreach events or educational activities.
- Plans to implement a relevant supplemental small business policy or procedure.
- Plans to work with SBA on small business matchmaking events for members of socioeconomic preference programs such as women-owned small businesses, service-disabled veteran-owned small businesses, and HUBZone certified firms.

- Yes or No? \_\_\_\_\_ Agency clearly enacted a comprehensive small business program

**Brief Agency Comment for Scorecard:**

**DOI has a comprehensive small business “living” plan that outline performance measures, successes and/or failures of obtaining the desired results and alternatives for correcting performance deficiencies.**

**As an ongoing practice, DOI provides outreach and assistance for contracting opportunities to small, small disadvantaged, women-owned, veteran-owned and service disabled veteran-owned businesses and businesses in HubZone areas.**

**Our goal is to increase the number of workshops and conference participation that will benefit our stakeholders. This will enhance relationships with program managers and senior officials in order to build relationships that promote small businesses contracting opportunities within the Department.**

**DOI will hold monthly small business outreach sessions with a theme for each socio-economic program as well as general sessions the second Tuesday of each month.**

**DOI will participate in number of national small business conferences for each of the socio-economic programs.**

**Note: Information pertaining to DOI upcoming outreach sessions continues to be noted on our website at: [www.doi.gov/osdbu](http://www.doi.gov/osdbu). Schedules are subjected to change pending the number of registrants.**

**Each of DOI outreach sessions will adhere to the following outline unless we encounter a schedule change:**

**8:30am: Registration- Networking/Breakfast (On your own)**  
**9:00am: Call to Order/Administrative Remarks**  
**9:10am: Welcome and Introductions**  
**9:30am: Overview of DOI and it's mission and Procurement Opportunities**  
**10:30am: Break**  
**10:45am: Special Slot for Speakers, Program Managers, Contracting Officials or Small Business Specialist**  
**11:15am: General Process for Seeking Contracts with DOI**  
**11:30am: Open Discussion/Feedback**  
**12:00 Noon - Closing Remarks and End of Session**

**As required and issued by SBA and other Federal regulations, the DOI will also issue policy**

guidance and procedures to ensure that information is broadcast appropriately to the procurement community.

Prior to the onset of FY 2009, DOI has supported the SBA's matchmaking events for members of socioeconomic preference programs such as women-owned small businesses, service-disabled veteran-owned small businesses, and HUBZone certified firms and will continue to execute such practices.

**Evaluator Comments:**

**Brief SBA Comment for Scorecard:**

***Evaluation Measure# 4 (First Scorecard – Plan)***

**Demonstrates that small business data is accurately reported in FPDS-NG during the period**

**How will SBA evaluate response?**

The agency will need to have established and documented a plan to ensure that small business data is accurately reported in FPDS-NG.

Examples:

- Plan to verify and validate FPDS-NG data, pursuant to Office of Federal Procurement Policy Memorandum of March 9, 2007, entitled Federal Procurement Data Verification and Validation.
- Plans to encourage businesses to update their CCR information to accurately reflect size and social-economic business status

- Yes or No? \_\_\_\_\_ Agency has established and documented a process to ensure that small business data is accurately reported in FPDS-NG.

**Brief Agency Comment for Scorecard:**

DOI's Office of Acquisition and Property Management and the OSDBU will continue to work on verifying and validating FPDS-NG data. This is an ongoing process where the percentage of errors, have been reduced in accordance to the Office of Federal Procurement Policy Memorandum of March 9, 2007. Annually, we verify the data and response to OMB and GSA as part of our check and balance system.

The OSDBU will work with the DOI's Office of Acquisition and Property Management to ensure that updates and reminders are issued during FY 2009.

**Evaluator Comments:**

**Brief SBA Comment for Scorecard:**

***Evaluation Measure# 5 (First Scorecard – Plan)***

**Demonstrates that policies and procedures are in place to ensure compliance with subcontracting plans and attainment of subcontracting goals during the period**

**How will SBA evaluate response?**

The agency will need to have established, documented, and enacted a systematic plan to enforce small business subcontracting plans and to meet subcontracting goals.

Examples:

- Plans to use the Electronic Subcontracting Reporting System (eSRS) to manage compliance with subcontracting goals and to ensure attainment of subcontracting goals.

- Plans to provide assistance and support to prime contractors to ensure compliance with subcontracting plans.

- Yes or No? \_\_\_\_\_ The Agency has established, documented, and enacted systematic plan to enforce small business subcontracting plans and to meet subcontracting goals

**Brief Agency Comment for Scorecard:**

**DOI has a process in place to conduct internal reviews to identify best practices in the Department Small Business Program. In addition to these processes, Bureaus and Offices' compliance with the small business subcontracting plans and goals will be monitored and enforced by the Contracting Officers, Small Business Specialists and the lead specialist within the OSDBU.**

**During FY 2009, we will continue to insert the following language in all our contracts and each contract will be monitored by our Contracting Officers, Small Business Specialists and the lead specialist within the OSDBU:**

**SUBCONTRACT REPORTING – LOCAL CLAUSE**

**In accordance with OMB Memo, titled "Implementation Plan for the Electronic Subcontracting Reporting System" dated October 18, 2004, please use the Electronic Subcontracting Reporting System (eSRS) at <http://www.esrs.gov> for reporting SF-294 and SF 295 data.**

**8(A) Local Provision**

The following provision shall be included in all 8(a) contracts issued by the Southwest Branch (suitably modified in accordance with FAR 52.219-14, if the work involves construction or supplies):

**Subcontracting Report**

In order to assure compliance with FAR 52.219-14, Limitations on Subcontracting, which requires: "At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern," the contractor shall submit a report to the Contract Administrator on 30 June and 30 December of each contract year. The report shall be submitted for the period beginning on the date of contract through the 1st of the month (June or December), and shall be in the following format:

Date of Report:

Period Being Reported: Date of Contract Award through \_\_\_\_\_.

Total Contract Personnel Costs:

Total Contract Personnel Costs Performed by Prime:

Total Contract Personnel Costs Subcontracted:

Percentage Performed by Prime:

Percentage Performed by Subcontractors:

Certified By:

Date Certified:

If the Contractor's personnel costs are below the 50% minimum, the Contractor shall, at the same time,

also provide a detailed plan to cure its failure to comply with the contract requirement as specified in 52.219-14. Such plan shall be provided both to the Small Business Administration and the Contracting Officer. The Contracting Officer will then evaluate the plan to ensure its acceptability. This provision does not limit the rights and remedies of the government under other contract provisions, including but not limited to the default or termination provisions of the contract.

**The eSRS is the avenue that the Department uses to require submission of the subcontracting data.**

**Evaluator Comments:**

**Brief SBA Comment for Scorecard:**

***Evaluation Measure # 6 (First Scorecard – Plan)***

**Demonstrated no unjustified bundling has taken place during the period**

**How will SBA evaluate response?**

The agency will need to have established, documented, and enacted systematic action plans to be taken to ensure no unjustified bundling has taken place during the reporting period.

Examples:

- Plan to improve bundling activities review process.
- Plan to review FPDS-NG for all agency bundlings coded.

- Yes or No? \_\_\_\_\_ The Agency has established, documented, and enacted systematic actions to be taken to ensure no unjustified bundling has taken place during the reporting period.

**Brief Agency Comment for Scorecard:**

**DOI conducts ongoing reviews of large contracts to ensure that unjustified bundling has not been proposed. We will work closely with the Department's Property and Assessment Management Office to develop strategies where savings can be obtained through strategic sourcing initiatives that do not excludes small businesses.**

**We will stipulated that –**

- **Small business specialists must coordinate on acquisition strategies for contracts of \$2 million and above (unless reserved or set aside for small business); and must notify the Office of Small and Disadvantaged Business Utilization when they identify bundling that is unnecessary, unjustified, or not identified as such.**
- **Contracting officers must provide a bundling justification document to the OSDBU when substantial bundling is involved (i.e., contracts of \$2 million or more).**
- **OSDBU must conduct annual reviews to assess: 1) the adequacy of bundling documentation and justifications; 2) the actions taken to mitigate the effects of contract bundling on small business; and 3) the extent to which small businesses are receiving a fair share of the Department's contracts.**

**Evaluator Comments:**

**Brief SBA Comment for Scorecard:**

***Evaluation Measure# 7 (First Scorecard – Plan)***

**Planned training to contracting staff/managers in executing small business/socioeconomic procurements during the period**

**How will SBA evaluate response?**

The agency will need to have planned at least 1 training session for the reporting period.

Acceptable responses may include, but need not be limited to the following:

- Maintenance of educational Intranet sites on small business programs covering program direction, critical documents, links to laws, regulations, and external contracting tools and resources.
- Plans to implement small business program orientation and training especially focusing on socioeconomic procurement preference programs such as women-owned small business, service-disabled veteran-owned small business, and HUBZone certified firms.

Yes or No? \_\_\_\_\_ The Agency has planned training for contracting staff/managers in executing small business/socioeconomic procurements.

**Brief Agency Comment for Scorecard:**

OSDBU will continue to utilize the DOI website ([www.doi.gov/osdbu](http://www.doi.gov/osdbu)) to ensure current information is made available to small business specialists, the Department's procurement community and external businesses. Via the website, the OSDBU continue to link small business outreach activities, laws, regulations including tools that assist with the enrichment of DOI socioeconomic program.

As a part of the web-based announcements and opportunities, the staff from the OSDBU will provide ongoing training and skill development that equip the contracting staff and managers to ensure an increase in the participation of small businesses in prime and subcontract opportunities.

On a monthly schedule, the OSDBU and Disadvantaged Business Utilization will hold meetings with the small business specialist community to train them in the areas of newly issued policies. Also, we meet bimonthly with DOI Acquisition Manager's Partnership Council to present training on a number of our socioeconomic programs. On-call, the OSDBU will provides small business training to our reporting offices and will continue to conduct this type of training for this reporting period.

During FY 2009, DOI will work with SBA on two major training sessions. The first session will focus on size standards and the second one will focus on contracting with SDVOBs. We will also consider training opportunities for our internal small business liaisons in area of small, small disadvantaged, women-owned, HubZone business concerns.

**Evaluator Comments:**

**Brief SBA Comment for Scorecard:**

**Evaluation Measure# 8 (First Scorecard – Plan)**

**Planned to collaborate with SBA on formulation of small business procurement policy initiatives during the period**

**How will SBA evaluate response?**

The agency will need to demonstrate its intent to collaborate with SBA on at least one small business procurement policy initiative during the reporting period.

Acceptable responses may include, but need not be limited to the following:

- Active participation in the Small Business Procurement Advisory Council in small business procurement policy discussions.

Yes or No? \_\_\_\_\_ The Agency has planned to collaborate with SBA on formulation of small business procurement policy initiatives during the period.

**Brief Agency Comment for Scorecard:**



During this reporting period, OSDBU will continue to collaborate with the Office of Veterans Procurement Liaison on how to enhance the Service Disabled Veterans Program.

The DOI OSDBU Director is an active member of the Small Business Procurement Advisory Council and plans to attend and participate in ongoing policy activities as scheduled. We look forward to the necessary policy enhancement that will improve our small, small disadvantaged, women-owned, veteran-owned and service disabled veteran-own businesses and businesses located in HubZones.

**Evaluator Comments:**

**Brief SBA Comment for Scorecard:**

***Evaluation Measure# 9 (First Scorecard - Plan)***

**Agency submits all strategic plans and reports that became due to SBA during the reporting period**

**How will SBA evaluate response?**

In order to receive credit for this element, the agency will need to have met 100% of deadlines for all required strategic plans and annual reports that were due to SBA, within the reporting period. (That is, from October 1, 2007 through the date of submission of the First Scorecard Report to SBA. See Attachment 6.)

- Yes or No? \_\_\_\_\_ Agency has met 100% of deadlines for all required strategic plans and annual reports that were due to SBA.

**Brief Agency Comment for Scorecard:**

**Based on this reporting period DOI shall submit to SBA the following reports:**

1. Competitive Demonstration Program Report
2. Annual Report and FY Update for Strategic Plan to Contract with SDVOSB
3. Annual Contract Bundling Report
4. Progress Report on Increasing Opportunities for Women-Owned Businesses

**All of the noted reports are due by January 31<sup>st</sup> each year.**

**Evaluator Comments:**

**Brief SBA Comment for Scorecard:**